



DASHBOARD AND PROFILE BENEFIT OVERVIEW

In this how to guide we will cover how to use the toolbar and user dashboard as well as how to access and share your public profile.



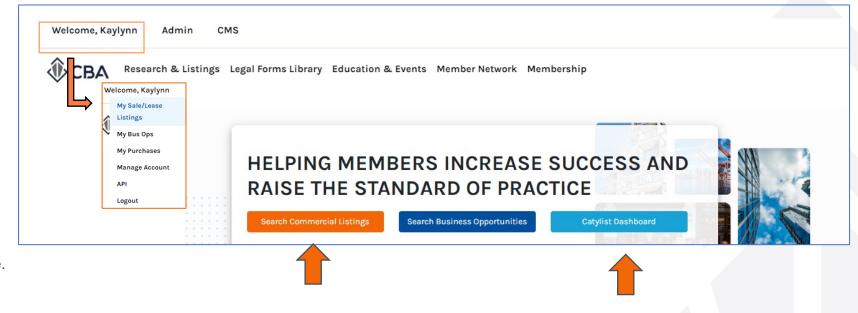
ACCESSING THE LISTINGS PLATFORM AND PERFORMING SEARCHES

Once you have logged into the CBA main page you can access your searching and listing management tools via three different access points:

If you would like to edit or manage your sale/lease listings you would want to select "My Sale/Lease Listings" from the dropdown menu that appears under "Welcome, Name"

If you would like to log directly into the search map you can select the orange "Search Commercial Listings" button on the CBA homepage.

If you would like to just access the Catylist main page you can select the light blue "Catylist Dashboard" on the CBA homepage.





NAVIGATING THE TOOLBAR

Once you've followed the steps to access the listings platform you will have access to the below toolbar.

This toolbar will appear no matter which access point you used, and you can use the toolbar to jump directly into the different areas of the listing platform.

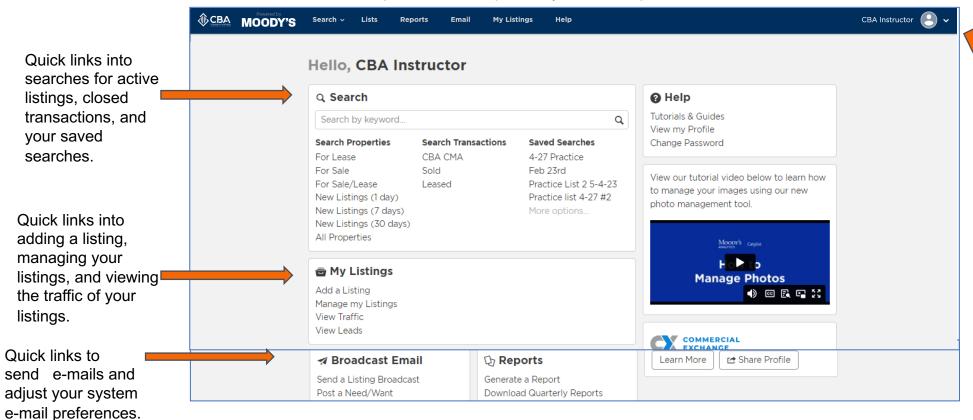




THE DASHBOARD

How to use your dashboard

If you selected "Catylist Dashboard" on the homepage or MODDY'S on the blue toolbar once the listings platform has launched, you will be taken to your dashboard. The dashboard consists of several quick links to help make your user experience easier than ever!





Profile tools:

View your

listings and

public profile

PROFILE TOOLS: VIEWING AND SHARING YOUR PUBLIC PROFILE

To view your listings, your office information or your public profile you can click on the profile navigation on the upper right-hand side of the page.

